

BOBBY JINDAL  
GOVERNOR



STAFFORD OLIVIA PALMIERI  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 10, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-20

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Purchasing Savings Bonds

Although the purchase of paper savings bonds is no longer offered through payroll deduction, employees can sign up for an account with TreasuryDirect to purchase savings bonds and other U.S. Treasury marketable securities and direct a portion of their biweekly pay to this account. Employees interested in purchasing savings bonds via this method should follow the steps below:

- Open an account with TreasuryDirect at <http://www.treasurydirect.gov>.
- Set up an "Other" bank detail on-line through LEO, using the routing number (RTN) and account number provided by TreasuryDirect, and enter the amount they want to send biweekly to that account, or complete a Direct Deposit form ([OSUP/F12B](#)) and forward the form to their agency's Employee Administration office for entry into LaGov HCM.

Note that since this is an "Other" bank detail, funds are allocated to this account prior to the "Main" bank account. Also, if funds are returned from the TreasuryDirect account, they will be reissued and replaced as a check. These returned funds cannot be resent to an employee's TreasuryDirect account.

**Please notify your employees of this option for purchasing savings bonds.** Keep in mind that OSUP does not have any involvement in the purchase of savings bonds other than forwarding the funds to the employee's TreasuryDirect account through direct deposit. Employees should thoroughly review the information available on the TreasuryDirect website for details regarding this service. Agencies can refer their employees to the links below for additional information.

- [TreasuryDirect Brochure](#)
- [TreasuryDirect Website](#)
- [OSUP Webpage-Savings Bonds](#)

If there are any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV).

APH/PAR